

Cash Receipts and Expenditures:

Reimbursement Requests

Employees seeking reimbursement for District expenditures made with employee funds must complete a payment/reimbursement voucher form, which is signed by the requestor and approved by the employee's immediate supervisor. An administrator's or board employee's immediate supervisor shall be the superintendent or business manager .

Supporting documentation, including detailed receipts and justification for departure from the standard purchase order process, is required. Authorization must be documented by the immediate supervisor.